

**FUND RAISING BY IN-SCHOOL ORGANIZATIONS**

The Southwest Technology Center Board of Education recognizes that from time to time an organization or class within the school system has a need to raise funds to finance certain projects.

Organizations having an approved activity fund at SWTC must file a request to establish the activity fund account at the beginning of each fiscal year. Such request forms are handled by the activity funds custodian who will assist the activity fund account sponsor. The request to establish the activity fund account is an annual requirement that must be approved by the Southwest Technology Center Board of Education. Among other information, the request must contain the following:

1. Any proposed fund-raisers for the fiscal year.
2. An estimate for the cost of each project.
3. An estimate of the anticipated funds to be raised.
4. List of sources for each fund raising project, with a description of proposed activity.
5. Proposed use of the funds to be raised, with description of activities that will be funded through the funds.
6. All funds that are raised should go into the activity fund, except funds raised by a group or organization sanctioned by the board that should remain the property of that group or organization. Only the superintendent or the superintendent's designee can approve expenditures out of the activity fund.
7. Door-to-door solicitation will not be conducted during school hours.
8. Funds raised by student organizations may not be used for any purpose other than those approved by the board of education.
9. All funds must be returned to the school sponsor and deposited in the appropriate activity account on a daily basis, with appropriate receipts issued.

Each activity fund account sponsor shall file a "close-out for the fiscal year" report for the activity account(s) for which they are responsible. The activity fund custodian will assist with the report, with such report(s) being filed by the end of the fiscal year with the board of education. Among other information, the close-out report must contain the following:

1. A description of the fund-raisers conducted during the past year with the cost and actual dollar amount raised.
2. A description of the expenses for the activity fund account, including a detailed list of activities for which the funds were used.

Activity fund account sponsors may amend and add to their approved list of fund-raiser activities and proposed expenditures from the funds by making a request through the campus director. If the campus director approves the proposed amendments, a request will be made to place it on the agenda for the next meeting of the board of education for action. Board of education approval is required on any deviations from the original approved establishment of account fund-raiser activities and proposed expenditures.



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Raffles

Student groups or organizations and parent-teacher associations affiliated with this school district meeting the qualification requirements of state law are permitted to conduct raffles for the benefit of school-related initiatives within this district subject to the approval process, above. Raffles permit such qualified organizations to raise funds by issuing numbered tickets in conjunction with voluntary contributions to the organization. The board of education shall give approval of the items for raffle prior to approving a raffle as a fund-raiser.

**REFERENCE: 21 O.S. §1051  
70 O.S. §5-122, §5-129, §5-135**

**CROSS-REFERENCE: Policy CFB, Activity Funds**